



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**DIVISION MEMORANDUM**

No. 471, s. 2022

NOV 18 2022

**DEADLINE FOR SCHOOL MOOE DOWNLOADING**

To: OIC-Asst. Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
All Others Concerned

1. The Budget and Accounting Unit are finalizing all reports and utilization of funds especially for School Maintenance and Other Operating Expenses (MOOE) for the year 2022 is about to end.
2. Anent this, be informed that the deadline of submission for the **ALL requests of Cash Advance for School MOOE Downloading will be on or before December 2, 2022**. All requests submitted beyond the said deadline shall be treated as Accounts Payable and will be scheduled for payment next year subject to cash availability of funds.
3. Furthermore, with reference to DepEd Order No. 029 s. 2019, *Procedural Guidelines on the Management of Cash Advances for School MOOE and Program Funds of Non-Implementing Units Pursuant to COA, DBM and DepEd Joint Circular No. 2019-1*, **School Heads shall ensure the submission of Authority to Debit/Credit Account to the bank on or before December 20** of the current year. Non submission shall be subject to automatic sweeping of unexpended cash advance, net of maintaining records of checks issued and in observing the abovementioned deadline.
4. Likewise, be reminded also of the provisions under Section 5.8 of COA Circular No. 97-002, which requires that all cash advances shall be fully liquidated at the end of each year.
5. Immediate dissemination of and compliance with this Memorandum are desired.

**LEA C. BELLEZA EdD**

OIC – Assistant Schools Division Superintendent  
In-Charge of the Division



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